

EFFECTIVE

November 1, 2000.

SUBJECT

1. Adult Community Placement (ACP) Manual Reorganization
2. ACP Nursing Home Transition Policy ASM 375
3. Correction to the ASM Table of Contents
4. ASM 333 PDS Forms
5. ASM 364 Forms
6. ASM 385AC Sample Copy of a Tax Delinquency Letter
7. ASM Index

PURPOSE

To inform local office staff of changes in the Adult Services Manual

**1. ACP MANUAL
REORGANIZATION**

ACP Manual has been reorganized as follows:

Previously	Current
ASM 371 Program Overview	Same Name and Item number
ASM 372 Policy and Procedures	ASM 372 Program Requirements
ASM 373 Adult Community Placement	ASM 373 Program Procedures
ASM 374 Forms	ASM 374 Placement
ASM 375A-H Appendix	New Item: ASM 375 Nursing Home Transition
None	New Item Number: ASM 376 ACP Facilities
None	New Item Number: ASM 377 ACP Payments
None	New Item Number: ASM 378 Resources

Previously	Current
ASM 375A-H Appendix	New Item Number: ASM 379A-H Appendix

Note: ASM 371 through ASM 375 may be found in history for prior releases.

ASM 371, 372, 373 were revised to reflect:

- The range of services that define ACP specialist's role.
- The major areas of emphasis include advocacy, community partnerships and resource brokering. These activities are directed toward ensuring access to community resources and supporting customer choice.

The forms previously found in ASM 374 have been moved to the Reference Forms and Publications Manual (RFF). The forms that moved were: FIA-5S, FIA-133A, FIA-2351, FIA-2351X, FIA-2353, FIA-2353X, FIA-3422, FIA-3471, FIA-4750 and MSA-1625A. ASM 374 now contains Placement Policy.

ASM 375 Nursing Home Transition Policy is described in item 2 of this bulletin.

ASM 376 ACP Facilities. Contains information referring to Adult Foster Care Homes, Home for the Aged and Nursing Care Facilities.

ASM 377 ACP Payments. Information pertaining to ACP payments may now be found in this section. Additionally, clearer examples of how to determine end date authorizations when customers are hospitalized have been added.

ASM 378 ACP Resources. Information concerning resources for ACP customers was moved to this section.

ASM 379 A-H ACP Appendix. The Appendix was moved from ASM 375A-H to ASM 379A-H.

**2. NURSING
HOME
TRANSITION
POLICY ASM 375**

This policy provides for opening and maintaining cases for individuals placed in nursing homes to ensure that customers are appropriately placed or relocated.

**3. ASM TABLE OF
CONTENTS**

Revision of the ASM Table of Contents has been made which identifies ASM 351, 352, & 353 as Independent Living Services and ASM 361, 362, & 363 as Home Help Services.

4. ASM 333

Forms previously found in ASM 333 have been deleted but will be available in history. A current version of the FIA-1582 may be found in the Reference Forms & Publications Manual (RFF). PDS instructions for completing the FIA-1582 are also located in the RFF.

5. ASM 364

Forms previously found in ASM 364 have been moved to Reference Forms and Publications Manual (RFF). ASM 364 has been deleted but will be available in history. The forms that moved were: FIA-54A, FIA-390, FIA-1210, FIA-1211 and FIA-4676.

6.ASM 385AC

A sample copy of a Tax Delinquency Letter has been added to the Adult Protective Services Appendix. ASM 385 AC

7. ASM INDEX**Access**

Online Manual users may now access the Adult Services Manual Index (ASX). The ASX includes keywords for some ACP and HHS terms. Other program areas and additional key words will be added to the index in future releases.

Access the ASX by selecting Adult Services Manual and then ASX.

Features

AS Index:

- is **alphabetical**, with numerical references (i.e., 16 & 17 Year Olds,) appearing ahead of "A";
- is **multi leveled**

Example:

Payments

AFC

- features an **alphabet toolbar** across the top of the index pages that can be used to select an index location or the user may use the edit/find tool.
- entries are **hypertext links**--clicking on a page location will take users to the reference.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

**ASM 375
ASM 376
ASM 377
ASM 378
ASM 379A
ASM 379B
ASM 379C
ASM 379D
ASM 379E
ASM 379F
ASM 379G
ASM 379H
ASM 385AC**

Changed Items ...

**ASM 361
ASM 362
ASM 363
ASM 371
ASM 372
ASM 373
ASM 374**

Deleted Items ...

**ASM 333
ASM 364
ASM 375A
ASM 375B
ASM 375C
ASM 375D
ASM 375E
ASM 375F
ASM 375G
ASM 375H**